


DESIGN MEMORANDUM NO. 18A-05

TO: Chief District Engineers
Design Engineers
Active Consultants

FROM: David Kratt, Acting Director 
Division of Highway Design

DATE: March 15, 2006

SUBJECT: Electronic Files Submittal Checklist

As per Design Memorandum 18-05, dated December 29, 2005, certain electronic files are to be delivered with the submission of Final Contract Plans to the Central Office Division of Highway Design. Design Memorandum 18-05 documents the desired electronic project files to be delivered.

It is recognized that many projects currently under development may not have all the electronic project files requested. Therefore, a checklist has been created to help communicate what electronic files are available and submitted with the Final Contract Plans. This checklist is to be completed for every project and submitted along with the completed final plans submittal form.

While it is understandable when a long term project does not have all the requested electronic files, it is desirable that the newer projects utilize the latest guidance of the *CADD Standards for Highway Plans (version 2)*. The Highway's project development process can take many years, so it is imperative that project development be driving toward the long term goal of electronic data sharing with the construction phase. For those projects that have been around for many years, the Project Manager should deliver all the requested electronic files possible.

Attached is a copy of the Electronic Files Submittal Checklist. An electronic copy of this checklist may be found at <http://transportation.ky.gov/CADDstandards/>.

Any questions regarding this memorandum should be directed to this office.

DEK: JDJ:CW

KENTUCKY TRANSPORTATION CABINET
Department of Highways
Division of Highway Design

TC61-10I
Rev.01/2006
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Electronic Files Submitted with Final Contract Plans

Project Item Number:

Project Manager:

Contract Plan Set Directory

Index of E-Sheets	Yes <input type="checkbox"/>	No <input type="checkbox"/>
E-Sheets	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Miscellaneous Directory

Submittal Form	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Design Executive Summaries (DES)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Environmental Check List	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Trns•port Estimator Final Estimate(.XML)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Project construction schedule	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Permit/water quality certification	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Final production-hour worksheet	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other		

Proposal Directory

CAP Report	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Utility impact notes	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Special provisions for protection of railroad interest	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Project specific special notes or specifications	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other		

Supplemental Directory
Pre Bid Supplemental Files

Mapping files (3D)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Proposed Manuscript (2D)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Existing Ground Digital Terrain Data (InRoads' DTM Format)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Existing Ground Digital Terrain Data (.XML in Land XML Schema)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Coordinate Control Data	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Alignment Geometry (InRoads .ALG Format)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Alignment Geometry (.XML in the LandXML Schema)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
InRoads' superelevation report	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Earthwork calculations spreadsheet	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other		

Post-Bid Supplemental Files

Proposed Roadway & Design Information		
Proposed Model (InRoads .DTM Format)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Proposed Model (.XML in LandXML Schema)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Template Library (Inroads .TML Format)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Roadway Library (InRoads .RWL Format)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Proposed Manuscript (3D)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other		